

**Office of Massachusetts
Attorney General Maura Healey**



Fiscal Year 2019 Call for Grant Applications

***Local Consumer Aid Fund Programs:
Face-to-Face Mediation Programs***

Release Date: April 17, 2018

Responses Due: May 16, 2018

Project Start Date: July 1, 2018

Project End Date: June 30, 2019

Grantor: Office of Massachusetts Attorney General Maura Healey
Address: One Ashburton Place, Boston, MA 02108
Email: AGOgrants@state.ma.us

The Massachusetts Office of the Attorney General (MAGO) is pleased to announce the opportunity for funding for Face-to-Face Mediation Programs (“FTFMPs”). FTFMPs add a more formal mediation process to the continuum of consumer assistance services, handling a range of consumer issues. The Face-To-Face mediators are neutral and are trained in mediation skills and techniques and conduct mediations pursuant to statutory requirements such as M.G.L. c. 233, §23C.

Eligibility

The following are eligible recipients of funding:

- Non-Profit organizations within Massachusetts*
- Local governmental agencies
- Colleges or universities

*Non-profit organizations must be in full compliance with all annual reporting requirements of both the MAGO and the Internal Revenue Service, as applicable, in order to be eligible for funding.

Funding

This call for applications is subject to and contingent upon the availability of funds. Funding is available under the Local Consumer Aid Fund, created by M.G.L. c. 12, § 11G. Applicants will be considered for funding based on the applicant’s capacity to meet and adhere to the requirements outlined in this Call for Applications and FTFMP Standards and Responsibilities, demonstrated need, and availability of funds. The maximum an applicant may request is \$50,000.

Program Standards and Responsibilities

Prior to submitting an application, applicants should review FTFMP Program Standards and Responsibilities, which can be found at www.mass.gov/ago/grants. If awarded funding, applicants must accept and implement in full the FTFMP Program Standards and Responsibilities. Deviation from the Standards and Responsibilities or program plans and expenditures outlined in the organization's application may be grounds for termination, reduction, or suspension of funding.

If a grantee fails to implement these standards and responsibilities at any point during the grant year, the grantee may forfeit additional disbursements under the grant and may be precluded from consideration for future grant opportunities.

Duration and Disbursement of Funds

Grants will be awarded for the period of July 1, 2018 to June 30, 2019 (Fiscal Year 2019). All funds must be expended by June 30, 2019. Unexpended funds must be returned to the Commonwealth. By accepting funds, applicants agree to follow these Standards and

Responsibilities in their entirety. Disbursement of funds may be conditioned upon programmatic or budgetary changes requested by the AGO.

Successful applicants who have completed and returned all required grant contract documents with original ink signatures, will be awarded one quarter of the funds by July 31, 2018. The remainder of the funds will be distributed on a quarterly basis, provided the grantee complies with all reporting and other requirements.

Submission Instructions

- Proposals must be delivered electronically through the MAGO's online grant application process by 5:00 p.m. on Wednesday, May 16, 2018.
- Interested applicants may access the application here: <https://www.mass.gov/grant-opportunities>.
- Applications received after the deadline will not be reviewed.
- Applications will not be accepted in any other format.
- New applicants will be asked to create a free online account. Any applicant that has applied for any grant using the online grant management system may log into its existing account.
- Once applicants have started an application, the application may be saved and returned to later.
- Confirmation of Receipt: Applicants typically receive an email confirmation within 48 business hours; if one is not received please call 617-963-2291 for further instructions and assistance.
- Collateral materials such as sample form letters or training materials are not required for submission and will not affect the selection process. The AGO reserves the right to request these collateral materials at any time.

Evaluation

Any application that does not meet the submission requirements may be considered non-responsive and may be disqualified without further evaluation. All funding decisions and amounts of funding will be made at the sole discretion of the MAGO. Applicants may receive no funding or less funding than requested. Some of the criteria utilized in the selection process include:

- Applicant's ability to work with underserved populations in their communities;
- Applicant's previous history of community engagement;
- Geographic diversity of applicant (intention is to provide resources across the state).
- Prior FTFMP grant recipients will be evaluated further on the timeliness and accuracy of their required reporting, the quality of their outreach events, and their satisfactory implementation of the FTFMP Standards and Responsibilities.

Questions

Questions regarding this RFP may be submitted to AGOgrants@state.ma.us, only until 5:00 p.m. on May 4, 2018. When submitting your question(s), please include "Face-to-Face Mediation Program 2019" in the email subject line. Questions received and answers provided regarding

this RFP will be posted on the MAGO's website here: <https://www.mass.gov/grant-opportunities>.

Reasonable Accommodation

Applicants that seek reasonable accommodation, which may include the receipt of the Call for Applications information in an alternative format, must communicate such requests in writing to agogrants@state.ma.us, no later than 5:00 p.m. on May 4, 2018.

Required Commonwealth contract documents for successful grantees

These documents are listed for informational purposes and should not be submitted with the grant application. Successful applicants will be required to complete these documents within the deadline established at the time of the notification of grant award. No money will be disbursed unless the necessary documents are submitted by the deadlines established.

- Standard Contract Form
- Scope of Services Agreement
- Commonwealth Terms and Conditions
- Contractor Authorized Signatory Listing
- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer Form.

Public Records

All responses and information submitted in response to this call for applications are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and M.G.L. c. 4, § 7, cl. 26. All responses and information submitted in response to this Call for Applications are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and c. 4, § 7, cl. 26. Applicants should not include any protected personal information.

Conflict of Interest

M.G.L. c. 268A (Conduct of Public Officials and Employees) may apply.

Updates to this RFP

Any changes/corrections to any part to this RFP will be posted on <https://www.mass.gov/grant-opportunities>. It is the applicant's responsibility to check this web page frequently for any updates.